DOCUMENT RESUME

ED 406 696 CS 509 473

AUTHOR Williams, Kathleen Whalen; Rinehart, Lynn
TITLE Here's a Toast!
PUB DATE Nov 96
NOTE 10p.; Paper presented at the Annual Meeting of the Speech Communication Association (82nd, San Diego, CA, November 23-26, 1996).
PUB TYPE Guides - Classroom - Teacher (052) -- Speeches/Meeting Papers (150)
EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Assignments; *Communication Skills; Higher Education; *Public Speaking; Rhetorical Invention; *Speech Communication; Student Participation
IDENTIFIERS Instructional Format; *Oral Presentations; Social Skills Training; Speech Communication Education

ABSTRACT

This paper offers instruction for college students on the preparation and presentation of toasts for various social gatherings and occasions--as a "real life" application of public speaking. The paper includes a description of a toast proposal, toast outline, toast speech evaluation form, and two sample toast outlines. It suggests a student assignment to be prepared and presented in class, with an outline required on the day the student speaks and a peer evaluation form to be completed. The paper lists some occasions upon which toasts might be delivered, including graduation or retirement parties, weddings, holiday dinners, christenings or confirmations, and birthdays. (CR)

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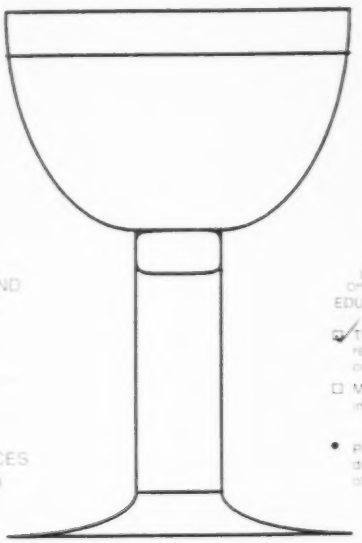
Here's a Toast!



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Kathleen Whalen Williams
Humanities Division
St. John's University
300 Howard Ave.
Staten Island, NY 10301
(718) 390-4493

Lynn Rinehart, Director of Forensics
Walters State Community College
Humanities Division
500 South Davy Crockett Pkwy.
Morristown, TN 37813
(423) 585-6925

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HERE'S A TOAST!

Rationale

College students are entering a season of life in which they will be called upon to present Toasts at various social gatherings such as weddings, anniversary and birthday parties. We do not envision this assignment as just a scholastic exercise, but rather one that has "real life" applications. Students see the value of learning how to do a toast, since for many, it will occur in their immediate future, more so than an informative or persuasive speech. The skills that they learn for this assignment are valuable, foundational tools which are a great part of our rich public speaking tradition.

Contents

This packet includes a description of the Toast Proposal, Toast Outline, Toast Speech Evaluation Form, Toast Outline Evaluation Form, Toast Peer Evaluation Form, and two sample Toast Outlines.

Preparation/Description of Assignment

We first show them sample toasts from weddings we have attended and ask them to make a list of the positive and negative aspects of each toast they see. We particularly focus on the importance of vivid and eloquent language in the toast, and to that end we require that the student use a quote in his/her toast. We show them sample toast outlines and also explain the origin of toasting.

Requirements

We assign them a Proposal that they prepare and present in class orally. On the day they speak they are required to hand in an Outline. After they speak they are asked to fill out a Peer Evaluation Form on the next speaker (the last speaker evaluates the first speaker). On the day of the speeches, we bring in champagne glasses and fill them up with ginger ale. You can add to this by having the audience "play" the part of the toast recipient.

Students select their own occasion in which to deliver the toast. Some toasts have included the following:

1. College/High School Graduation Party
2. Best Man/Maid of Honor at a Wedding
3. Retirement Dinner
4. 1st, 30th, 75th Birthday Party
5. Best friend's house for dinner in their new home
6. Parent's 25th Wedding Anniversary Party
7. Thanksgiving Dinner
8. Christmas Dinner
9. Baby Shower
10. Bachelor Party
11. Wedding Shower
12. Sitting around the family dinner table
13. Christening
14. First Communion, Confirmation
15. Barmitzfah/Basmitfah
16. Child toasting her mother at the child's 18th birthday party

INSTRUCTIONS FOR TOAST PROPOSAL AND OUTLINE

Proposal

Approximately one week before they perform the toast, the student presents the answer(s) to the following questions:

1. Who is/are the person (s) you are toasting?
   What do you know about them?
   What is your relationship to them?
   What is your history with them?

2. Why are you doing this toast?

3. What is the occasion for the toast?
   Where is this occasion being held?

4. Who are the people present at this occasion?
   How old are they? What gender are they?
   Why are these people at this occasion?

5. Do you have any restrictions in delivering this toast?
   For example, are there any things you shouldn't say because certain people might object?

Outline

The students construct their full sentence Outlines in the following order:

1. Personal greeting to audience
2. Attention getter
3. Establish relationship between occasion and audience
   (Ex.: We're all here tonight to honor Ted and his accomplishments.)
4. Adapt the speech to the audience.
   (Ex.: Bob, out in the audience, remembers when Ted was working in the mail room.)
5. Give a personal story about the person (s) you are toasting.
   (Ex.: As children, Ted and I used to play on the same little league team...)
6. Use a quote relevant to person (s) being toasted and the occasion.
7. Wish the person (s) well.

They then write only key words from their outline onto notecards that they use for the speech.

For this speech the students need to research only 1 thing- a quote. There are usually several books of quotations in college or university libraries or some students choose to go to bookstores for this information.

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TOAST EVALUATION FORM

Speaker: _____ Topic: _____

INTRODUCTION

Gained audience attention	0	1	2	3	4
Establish relationship between occasion and audience	0	1	2	3	4

BODY

Organization well planned	0	1	2	3	4
Language appropriate (vivid)	0	1	2	3	4
Used quote	0	1	2	3	4
Gave a personal story about person (s)	0	1	2	3	4
Wished the person (s) well	0	1	2	3	4

DELIVERY

Maintained eye contact	0	1	2	3	4
Used voice effectively	0	1	2	3	4
Used variety of facial expressions	0	1	2	3	4
Controlled body movement	0	1	2	3	4
Displayed enthusiasm	0	1	2	3	4
Relaxed, slow, "non-abrupt ending"	0	1	2	3	4
Memorized speech	0	1	2		

OVERALL EVALUATION

Speech adapted to audience	0	1	2	3	4
Speech completed in time limit of 2 min. (30 second grace period)	_____/ 0-2 pts.				

Total points: _____/ 60 pts.

0 - no attempt, not done
1 - poor
2 - average
3 - good
4 - excellent

Comments:

TOAST OUTLINE EVALUATION FORM

Student _____

1. Quote appropriate to the occasion _____/ 5 pts.

2. Avoidance of cliches _____/ 5 pts.

3. Form (detail, general appearance) _____/ 5 pts.

4. Establish common ground with audience _____/ 5 pts.

5. Appropriate story about person being toasted _____/ 5 pts.

Total Points _____/ 25 pts.

TOAST PEER EVALUATION FORM

Speaker:_____ Topic:_____

Evaluated by: _____

Please answer each of the following questions. Provide as much feedback as you can. Write on the back of the paper if necessary.

Content

Was the quote appropriate to the situation?

Was the language vivid and appropriate to the situation? Please give an example.

Were any cliches used? If so, what were they?

Delivery

Was the speaker enthusiastic about the material?

Did the speaker look at the audience throughout the speech?

Did the speaker use sufficient vocal variety and emphasis?

Was the speech well memorized?

What did you enjoy most about this speaker's presentation?

What suggestions for improvement can you give this speaker?

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John Marmo

TOAST OUTLINE

1. *Personal greeting:* Good afternoon everyone. Wasn't that a beautiful wedding?
2. *Attention getter:* And just think, one of the main reasons we're here tonight is because of a computer. I met Dena on Prodigy and said to myself, "I'll bet she and Bob would make a nice couple."
3. *Relationship :* And here we are today, gathered here to help them start their journey on the good ship Matrimony.
4. *Adapt speech to audience:* It seems like only yesterday that Billy, Ritchie, Adam, Bob and myself were all working together at Prudential Bache Securities.
5. *Personal story:* I remember when Dena told me about their first date. She said it was just like "Sleepless in Seattle." The moment they touched hands she knew it was something special. And I know she wasn't making this up to be dramatic... because Bob said the exact same thing to me.
6. *Quotation:* It has been said that "marriage is that relation between man and woman in which the independence is equal, the dependence mutual, and the obligation reciprocal." (Louis K. Anspacher)
7. *Wish Well:* To Bob and Dena. May they forever keep that delicate balance that they have discovered.

TOAST

SPEECH 31

Section 1:
IDENTIFICATION:

Student Name:	Victor Arenas
Date of Speech:	Tuesday, November 30,1993
Special Occasion:	Anthony Russo's Sacrament of Confirmation Reception

Section 2:
SPECIAL OCCASION SPEECH ASSIGNMENT:

Personal Greeting: To Audience	To begin I would like to extend to everyone a heartfelt welcome as we gather to honor our newly confirmed brother, Anthony Russo.
Attention Getter:	What we are witnessing here today is a new flame in our midst; and I am not referring to the fiery Mexican fajitas we are having for dinner today.
Establish: Relationship	All of us here today Anthony, as members of your religious family, and I as your honored godparent, have come together to celebrate with you the fiery gifts of the Holy Spirit which you have just received in confirmation.
Personal Story:	When I first met you Anthony 3 years ago, I was amazed at the fact that we shared so many of the same interest; in sports, in our study habits, and of course in our Catholic faith. I still remember how you told me that one day you wanted to be a soldier of Christ, and I told you that someday you would. Well now you are.
Adapt to Audience:	All of us are happy to be able to be a part of this momentous occasion; those of us who have been confirmed, like your sister Angela, and those among us like (your friend) Leo, who await to receive this sacrament.
Quote:	St. Thomas Aquinas once said. "Those who are confirmed, are signed with the cross of Christ... They are sealed with an oil called chrism - symbolizing the power of the Holy Ghost. We are enrolled by bishops who are the leaders of Christ Army... The imposition of hands reminds us that virtue and strength come from Christ." (St. Thomas Aquinas: *Contra Gentes* 13th Century).

(over)

Wish Well.

Anthony, you are now called to live out that challenge of Christ. I, as well as everyone here present today, know that you will follow that call faithfully. We have a special place for you in our prayers. And as you continue your journey in life, and as you now take on the role of soldier of Christ, we wish you the best and pray that God the Father through the gifts of the Holy Spirit which you have received from Him, may enlighten your life, guide you on the right path, and may He always, as we do, keep you close to His heart...